

EAST TEXAS BAPTIST UNIVERSITY
ABSENCE REPORT
(FOR EXEMPT EMPLOYEES)

Complete monthly and forward through supervisor to Payroll Office.
 (Non-Exempt employees report absences on time sheet)

Name _____ Month _____, _____

Social Security Number _____

Day	Code	Number of Hours Absent	Comments
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			

Reason	Code	Summary
Vacation	V	_____
Sickness - Personal	S	_____
- Spouse or Dependent Child		
- Death in Family		
Personal Business	P	_____
Jury Duty	J	_____
Other	O	_____
Total Hours		_____

Employee Signature _____ Supervisor Signature _____
 Date _____ Date _____